

SCOPE OF WORK FOR RUNDU OFFICE

1. Office Preparation - Painting and Trim

- Contractor will furnish all paint, brushes, rollers, drop clothes and any other materials needed in achieving this work.
- This applies to all walls, skirting, ceilings, floors, electrical, plumbing, security and window frames throughout the office.
- Remove all nails and hanging hooks.
- Remove electrical cover plates and set aside prior to painting.
- Patch all holes and cracks.
- Apply a minimum of two coats of PVA washable paint on all wall painted surfaces. Apply additional coats as necessary to achieve a uniform color with no bleed through of patch work or previous colors. Use existing color.
- Re-install electrical cover plates once final coat has dried.
- Tape off any non-painted surfaces where they meet the surface to be painted.
- Use of drop clothes to protect floor and carpeting is required while painting.
- Remove old counter tops and shelves from existing office.
- Remove and replace the two open florescent lights with similar 1800mm double tube lights with covers.
- Remove tiles/carpet and replace with porcelain glazed matt tiles. Color to match Laguna Beige or similar.
- Add electrical power skirting double trucking to all office walls and install 15, 3point plugs outlets with a separate electrical line for the laptops which will be connected to the UPS.
- Install CDC supplied UPS to electrical circuit. For the install, the Industrial electrical plug and socket set are to be used connected the separate electrical circuit line that is for the laptops use only.
- Remove kitchen basin, countertop, under counter shelves and the taps. Block of the warm water line and fit adapter to the cold water line which will be connected to water dispenser.
- Manufacture and fit Cherry wood book shelve to the left side wall space as you enter the CDC office. Book shelves to fit complete space of corner from side-to-side and from floor to ceiling.
- Replace current curtains with horizontal mini blade blinds, cream or beige in color.
- Service A/C unit in office.

2. Office Preparation - Security

- All windows should be grilled from inside – Frame 25 x 25mm and inner bars 19 x 19mm with width not to exceed 100mm, all in square tubing. Fastened with 8mm thick and 70mm long raw bolts – see photo #2 and #3 for more details
- Door lock to be replaced and grill door installed on the inside – Frame 38 x 38mm and inner bars 19 x 19mm with width not to exceed 100mm, all in square tubing. Grill door to be fitted with Elzet double twist security lock with 3 keys. Fastened with 8mm thick and 70mm long raw bolts – see photo #4 for more details
- Pad lock on outside gate should be changed to Elzet double twist cylinder lock and gate needs to be checked for serviceability - see photo #5 for more details
- Entrance door to office needs to be fitted with grill door and one door viewer - Frame 38 x 38mm and inner bars 19 x 19mm with width not to exceed 100mm, all in square tubing. Grill door to be fitted with Elzet double twist security lock with 3 keys. Fastened with 8mm thick and 70mm long raw bolts – see photo #6 for more details
- Fitment of 3 LED 20 watt security lights, with day/night switch, to the outside of the building - see photo #7 and #8 for more details
- Install alarm – CADDX NX6
- **IMPORTANT: For grill door and window specifications you are requested to familiarize yourself with the document attached to Security Survey report.**

- Warranty – 1 year on craftsmanship and materials

GENERAL

- The contractor shall provide all materials necessary for the fully comprehensive work, unless otherwise specified.
- The provision of skilled labor means Certified/trained laborers with at least three years experience in their particular field, equipped with all hand/electrical tools, etc. necessary to carry out their work.
- The contractor shall be able to operate simultaneously with two teams of laborers and schedule the work with a two-day advance notice
- The contractor shall furnish the following documentation at time of bid.
 - Price breakdown of work according to SOW
 - Timeline for work
 - Certifications of skill sets for all foremen/supervisors
 - Contact information for on-site supervisor
 - Copy of insurance policy for civil liability
 - 3 references of previous work (Pictures and contact info)

The above documentation is **mandatory** at time of Bid. Otherwise contractor will be deemed “Unacceptable”.